

**IKB Local Governing Body  
Meeting  
16<sup>th</sup> March 2017  
6 pm at IKB School**



## Minutes

<b>MEETING TITLE</b>	<b>IKB Local Governing Body Meeting</b>
<b>DATE OF MEETING</b>	16 <sup>th</sup> March 2017
<b>MEMBERS PRESENT</b>	(RD), (DG), (SH), (CT) – Chair, (NV), Sue Holdaway - Clerk
<b>MEMBERS NOT PRESENT</b>	(IA), (NM), (DW), (TW)
<b>DATE OF NEXT MEETING</b>	11 <sup>th</sup> May 2017

### Executive Summary

1. Parental survey responses were analysed. It was agreed that SH and NV would look into the possibility of a new survey which was more tailored to IKB parents and carers.
2. Governors were updated on the impact of interventions and challenged the school regarding these.
3. Governors discussed potential plans for the creation of two additional classrooms from September 2018.
4. NV provided detailed information on the Year 12 Student Voice survey which was analysed and discussed.

		<b>Action</b>
<b>1.</b>	<b>Welcome and Apologies - Quorum</b>	
	All were welcomed to the meeting. The meeting was quorate. Apologies were accepted from NM, DW and TW. IA was not present. There were no declarations of interest.	
<b>2.</b>	<b>Governance Issues</b>	
	The Clerk advised that the WMAT skills audit was available for completion. The Clerk will circulate electronically to all governors.	<b>Clerk</b>
<b>3.</b>	<b>Minutes of Previous Meeting 19<sup>th</sup> January and Matters Arising</b>	
	The Minutes were agreed and signed as an accurate record of the proceedings.  It was agreed that Paul Edie will be invited to the next LGB to give a presentation on behaviour for learning and the student council.  Actions list: <b>3.1</b> The Clerk had sent out a list of online training to all governors.	

<p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>3.6</p> <p>3.7</p> <p>3.8</p> <p>3.9</p> <p>3.10</p>	<p>DG will complete the safer recruitment training. The Clerk will forward RD a link for an online refresher course.</p> <p>Safeguarding training to take place for RD in term 6. DG will liaise with DW.</p> <p>NV had forwarded information to CT regarding governor details for website. Discussions are taking place. DG's profile will go into the school section rather than the governors' section. CT will ask TW for her profile. CT advised that he had spoken to the Chair of the Remuneration and Selection Committee regarding the GLM Quality Mark. This Committee will be discussing self-review at their next meeting.</p> <p>Governors were advised that the Pupil Premium item on the budget is correct.</p> <p>Clerk had forwarded a copy of the policy spreadsheet to DG. DG advised that statutory LGB policies were in place and others will be reviewed at the end of the year.</p> <p>Classroom space Agenda item.</p> <p>Student targets had been circulated, Agenda item 8.</p> <p>CT advised the final 2015/16 accounts had now been received.</p> <p>It was hoped that contacts within Bath University could help with the placements and ambassadors for girls into STEM careers.</p> <p>RD was thanked for his feedback on the staffing structure.</p>	<p>Clerk</p> <p>DG</p> <p>CT</p>
<p><b>4. Chair of Governors verbal report</b></p>		
	<p>CT advised that he was becoming more aware of pressures within the WMAT for standardisation through his work on the new governance framework and Scheme of Delegation.</p> <p>CT read the <b>Trust Board Executive Summary December 2016:</b></p> <ol style="list-style-type: none"> <li>1. The Board authorised a working group (GS, CT, AA, TH) to finalise the Scheme of Delegation and Terms of Reference for LGBs and the Board. SR and MB will work on the Committee Terms of Reference. <i>(Group met a couple of times.)</i></li> <li>2. Colin Cattnach presented to the Board on the challenges faced by TBSS.</li> <li>3. A new data dashboard format had been agreed at MELT and will be produced for each Board meeting. <i>(Very helpful to give an insight for the Board into each school.)</i></li> <li>4. A streamlining of the policy approval process was agreed with authority delegated to Committees to approve the majority of policies.</li> <li>5. The Annual Audit report was approved. This will be accepted by the Members in February at the AGM. <i>(AGM moved to March)</i></li> <li>6. MB advised that the trust is no longer eligible for CIF funding and will receive capital funding.</li> <li>7. MM advised that the A&amp;R Committee had appointed new internal auditors, Mazards.</li> <li>8. SG will be the safeguarding lead for the Trust Board.</li> <li>9. SR advised a consultation was taking place for a Christmas closure proposal.</li> </ol>	

<b>5.</b>	<b>Finance Update – Management Accounts</b>	
	<p>The meeting had received copies of the January management accounts. The £77,000 difference between forecast and budget was attributable to the DfE clawback of £67,000 for student numbers and the minibus. In addition, there was more staffing for the EDCL qualification, increased technicians' hours and an increase in the examinations budget. The last point related to the purchase of more desks, more invigilators in smaller rooms and access arrangements eg readers and scribes. There was also a slight overspend in catering. DG reported that the Student Council was having a positive impact on the catering selections.</p> <p>To counter these increases, the marketing budget had been reduced.</p> <p>There was a discussion about the exam pen which has been purchased. This is allocated to a student who then receives no extra help. If the student is struggling on a word, they scan it and the pen tells them what the word is and what it means.</p> <p>RD asked about the £244,664 carry forward. DG advised that the budget was not accurate, but the forecast was. For the 2016/17 budget the school had only been open for 6 months. Student numbers were lower and there was a lack of financial information. There was a discussion about interest on the carry forward. Finances are being held centrally and it was thought that any interest would be in the name of the WMAT.</p> <p>SH asked about a SEND allocation. There is a budget which includes funding for individual students for EHCPs. DG advised that next year the school may look at employing a TA for one of those students.</p> <p>DG advised that the deadline for the first draft budget statement is next Friday. There is a need to advertise for a Physics teacher, but an appointment will not be made until information on next year's budget is available.</p>	
<b>6.</b>	<b>Principal's Report</b>	
	<p>The report had been circulated prior to the meeting. Questions were invited and comments noted.</p> <p>All students had passed recent examinations in Engineering and Construction. All students were expected to be above targets in these areas. The EDCL is progressing well and will be eligible for 2018 performance tables. DG reported seeing some positive effects from interventions at KS5.</p> <p>DG reported difficulties in securing work placements. 24 Year 10 and 21 Year 12 students are on placement. 17 Year 13 students are continuing their placements.</p> <p>The Student Council is proving to be a strength of the school and recently took part in the Secondary Student Parliament. The Council has been given the brief to look at a mobile phone policy.</p>	

Level three Construction has been removed from the offer as only three students applied. By cutting this course a member of staff who is leaving will not need to be replaced. BTEC Engineering and Applied Science could be an option, and the new T Level qualifications eg Engineering.

The school has received 70 applications for Year 10. A waiting list has been started. The EFA has only agreed to fund for 44 students in Year 10, 44 in Year 11, 46 in Year 12 and 39 in Year 13 totalling 173. This figure will be reflected in next year's budget, but the likely number on roll will be 195. Funding will be adjusted to match in-year in February following the October census. CT agreed to raise the point that the school can only staff courses for 173 students at the Finance and Resources meeting on Monday.

CT

Governors were advised that £38,000 was an opening grant.

There was a discussion regarding the Parent Voice responses summary. Governors asked how many families had responded. The whole cohort were consulted over a range of Parents' Evenings. The first percentage reported is 'strongly agree' or 'agree'. The totals do not always add up to 100, as some responses were 'don't know'. No issues with bullying were highlighted. Students learn about who to approach with regard to bullying at PSHE lessons. SH stated that at Wellsway they have had an identified student ambassador from the Student Council. It was noted that the importance of learning through homework needs to be addressed as there were a large number of 'don't know' responses. Google classrooms will improve this, as parents will have access. The school is looking at developing the Marking Policy.

An NQT has been appointed in Maths. There will be an advert for a Physics teacher.

Two Year 11 students had a one day exclusion, both are on the Step procedure.

There was one safeguarding referral. Governors were given relevant information. One disclosure had resulted in school action, both external and internal support. There are personal safety concerns for one student in Year 12.

CT asked about numbers for Year 12. 14 of the 19 students have made applications for Sixth Form.

Governors were informed that Review 3 was based on predicated grades. These have improved slightly since the mocks. Additional funding has been identified for English intervention. There is also some work to be done for students not predicted to secure both English and Maths. Other subjects are doing well. The PP gap is closing. All PP students are receiving English intervention. SEND students are doing very well.

	<p>It was noted that with regard to value added English and set 2 for Maths are areas for concern along with the second sets for Science and Computing. Additional Science lessons on Fridays have been scheduled to ensure the course content is covered. DW is following up the interventions in PE and Humanities at Wellsway with Dave Cooper which were highlighted by governors at the last meeting.</p> <p>Small numbers have a large impact on attendance. The school is focussing on Year 11 in particular.</p> <p>DG acknowledged that House Points need to get back on track.</p> <p>RD asked if there had been any complaints. DG advised there was one formal complaint which was at Stage 1. A Year 13 student had been failing at Physics and Maths. The decision was taken to drop the Physics class. Parents have complained about communication. The school has taken these comments on board and responded to the parent.</p> <p>Governors asked about Year 13 Physics and Maths. Review 3 showed a dip and DG was asked about intervention. Teachers have been changed, students have taken more mock examinations, the curriculum has been completed and revision will take place for the whole of next term.</p> <p>Concern was raised regarding Physics taught at Wellsway. CT asked what could be done. An additional lesson each week has been timetabled to revise last year's work. Team lessons are taking place. DG will review after the mock and before the next set of data. Revision days at Easter and May half-term will be scheduled if necessary. RD asked if longer sessions were more productive. Double lessons are scheduled where the timetable allows. NV asked if the students within these classes are those continuing with placements. They are not the same students, but they are also struggling in Maths.</p>	<b>DW</b>
<b>7.</b>	<b>Intervention Update</b>	
	<p>An intervention impact sheet was circulated relating to Year 11. DG explained that some extra teaching had been bought in from SBL to work with small groups on focussed areas. Predicted grades were shown. DG reported a small lag in terms of teachers being able to increase their predictions by a whole grade.</p> <p>Governors were advised that European Driving Computing Licence (EDCL) can be used in performance measures, including one of the best eight if appropriate. Distinction is an A grade and the table provided showed the subject it would replace on the current predictions.</p> <p>CT asked about intervention in other subjects. DG advised an extra Science lesson had been programmed on a Friday.</p> <p>CT had requested this Agenda item to ensure that all students are given every opportunity to achieve the best they can in the examinations which will be the first at IKB.</p>	

<b>8.</b>	<b>School Targets</b>	
	<p>DG had forwarded school target information by email to governors. The targets for Attainment 8 and English and Maths figures are based on translating individual student targets into group targets across the school. The targets are based on the top 25% performance nationally.</p> <p>Year 10 are a larger group and slightly more able than the Year 11 counterparts. Individuals within Year 10 therefore do not have such an impact on the data. The current Year 11 Maths bands 9-4 is large as the majority of the cohort have a target of 4.</p> <p>The Progress 8 measure last year was optimistic. The school is now aiming for a positive figure to indicate it is better than the average school nationally.</p> <p>The WMAT has asked for more targets this year. Last year IKB used published performance measures. Year 10 data reflects this increase.</p> <p>The target setting for Year 12 is high for academic attainment. Year 13 is against monitored against IKB's own targets. DG will look at how high these are pitched.</p>	
<b>9.</b>	<b>Risk Register</b>	
	<p>A risk register sheet was distributed. It showed the quality of management information the LGB receives is considered a low risk. This is being monitored by CT, AA and DG with the Director of Learning.</p> <p>RD asked if the Principal received a written report. DG stated she receives an email and liaises with the Financial Controller. The Trust Board, via the Audit and Risk Committee review risk areas. The Finance and Resources also information for every school and recovery plans where required. There was a discussion regarding central reserves and where they are sourced. Joiner schools were also mentioned.</p>	
<b>10.</b>	<b>Forward planning for summer capital projects and increased teaching space</b>	
	<p>DG had been working on this with NM. The findings were that once the school is full, an additional two classrooms will be required. The workplace model for the school was based on Post 16 students being off site two days per week, but this model had not proved workable.</p> <p>DG explained that the Avenue was designed as the only area for Post-16 non-contact times. The lecture theatre was going to be for big classes and can hold two classes working on the same topics. It was considered that the meeting room was a luxury. The group rooms are also a luxury for three or four students.</p> <p>NM spoke to the original architects and they have prepared a free sketch to show some of the possibilities. These are based on classrooms for 20 students. One option on the ground floor is to make a classroom around</p>	

	<p>the CAD/CAM room. Upstairs the wall into the CEO's current office could be knocked down and the conference room made into a classroom. Alternatively the room could go the medical room, which is the cheapest and quickest option to make one space. Another option for upstairs involves having a level hanging over the Avenue to create two rooms at the end of the building. It is likely planning permission will not be required, just building regulations.</p> <p>It was estimated that the school could manage through the next academic year, but potential changes would be required in August 2018. Options will need to be costed based on 300 students.</p>	
<b>11.</b>	<b>Governor Feedback – student voice</b>	
	<p>NV was thanked for her work on this subject.</p> <p>NV stated she had enjoyed meeting the Year 12 students and receiving their constructive responses. Feedback showed that the students were generally engaged and seemed happy in school. There was some negative feedback in terms of the temperature in some classrooms, but this was being actioned. Students were unhappy about a lack of locker space and not being able to lock up their bikes. Some were concerned about the timetabling of assemblies. Some of the points were in relation to using time wisely. DG will be looking at Year 12 induction and study skills.</p> <p>Students were not aware of bullying so had no opinion. Some were unsure of who to approach, although NV did not know if this was in relation to who they feel comfortable approaching. Personal coaches have been set up, but may not have been in place at the time of the survey. DG acknowledged there was some work to be carried out with staff at CPD sessions on differentiation. The BTEC system is a process and students have to pass an initial section before moving on towards more challenging tasks. Text books were mentioned. Students now have copies of books. The school is looking towards exercise books rather than folders which need to be carried around for each subject.</p> <p>NV was asked to complete the same exercise in term 6.</p> <p>One red area was a timing issue. Targets were only just coming out at that point in November. They were set centrally, not by the teachers.</p> <p>Overall it was felt the survey showed some positive outcome. Most of points had been picked up and measures taken. CT asked about whether bullying had been covered in PSHE. It had been in KS4 but not KS5. It may be included in the induction process.</p>	
<b>12.</b>	<b>Any other business</b>	
	<ul style="list-style-type: none"> <li>It was agreed that NV and SH would look at the possibility of a survey for parents/carers from an LGB perspective. In particular what extra questions could be asked, how the school could do better and whether an LGB survey is needed with an IKB focus. The</li> </ul>	<b>SH/NV</b>

	<p>original survey was based on an Ofsted template. The suggestion was to carry out some research to prepare a Survey Monkey type survey before the end of the academic year. Topics to be included are work placements and how significant they are to students/parents, also coaching, whether parents understand the purpose/benefit, etc. Clerk to check with the Principal if there is anything similar at TBSS.</p> <ul style="list-style-type: none"> <li>• Consultation to change of school day. RD agreed to join with MW DG and a governor from Wellsway to action.</li> <li>• RD stated that PCS Enterprises are currently providing a bespoke 1-year health and safety service for the WMAT. In November 2016 they visited each school reported their observations. The current H&amp;S Policy is the responsibility of the WMAT as the employers and is being rewritten. Each school will make arrangements as to how they are conforming to that Policy with the Premises Team handling the practical aspects. Within IKB DW has an evolving set of policies and an audit trail for H&amp;S and Safeguarding. CT stated H&amp;S is likely to be owned centrally with the proposed changes to governance, but there will still be a close link with safeguarding to be monitored.</li> <li>• DG gave a Legionnella report to RD. She had concerns about the number of actions for a new school.</li> <li>• Mark Ewins has offered to work with work placements to liaise over what is learned in schools, understanding the curriculum and how it is taught. This will address a communication issue to enhance the experience of a placement.</li> <li>• CT and DG are attending a course on studio schools' preparation for Ofsted.</li> <li>• It was agreed not to proceed on IKB email addresses for governors at present, advice is awaited from the WMAT.</li> </ul>	<p>Clerk RD DG</p>
13.	<b>Date of next meeting</b>	
	11 <sup>th</sup> May 2017	

Meeting closed at 8.35 pm

#### Action Record – Exclusions Basis

Action	By Whom	Meeting Date	Due Date
1. Clerk to send out electronic version of Skills Audit	Clerk	Mar 17	1 week
2. Clerk to send RD a link for Safer Recruitment Training	Clerk	Mar 17	ASAP
3. DG to liaise with DW regarding training for RD	DG	Mar 17	Term 6
4. CT to ask TW for a profile for the website	CT	Mar 17	ASAP
5. CT to inform F&R Committee of 173 student level for staffing at IKB	CT	Mar 17	20/3/17
6. DW to follow up on interventions at Wellsway	DW	Mar 17	ASAP
7. SH/NV to look at a school-specific parental survey	SH/NV	Mar 17	May 17
8. Clerk to ask Colin Cattnach about parental surveys at TBSS.	Clerk	Mar 17	May 17
9. RD and DG to join M Woodville for a meeting regarding changes to the school day	RD DG	Mar 17	ASAP